

**United States District Court
Western District of Washington**

**Electronic Case Filing
(ECF)**

User's Manual



Revised June 2016

Table of Contents

INTRODUCTION/OVERVIEW	3
ELECTRONIC FILING SUPPORT.....	3
ECF SYSTEM CAPABILITIES	3
GETTING STARTED	3
PACER REGISTRATION	4
REGISTER FOR AN ECF ACCOUNT.....	4
PRACTICE FILINGS and TRAINING CLASSES.....	5
ACCESSING THE ECF SYSTEM	5
THE ECF MENU BAR	7
GENERAL PROCEDURES	8
CIVIL EVENTS.....	9
CRIMINAL EVENTS.....	14
QUERY FUNCTION	15
REPORTS FEATURE	22
UTILITIES MENU	24
SEARCH FEATURE	29
LOGGING OUT OF THE ECF SYSTEM.....	30
COURT INFORMATION	31

INTRODUCTION/OVERVIEW

This manual provides instructions for using the Electronic Case Filing (hereafter **ECF**) system to file documents with the court, and to view or retrieve case information for all cases assigned to this system. Users should have some familiarity with web-based applications, and basic computer skills in order to navigate the ECF system.

ELECTRONIC FILING SUPPORT

Contact the court's **ECF** Helpdesk between the hours of 8:00AM and 5:00PM, Monday through Friday, if you require technical assistance while using the **ECF** system.

Local: 206-370-8440, option "2"

Email: cmecf@wawd.uscourts.gov

Toll free: 1-866-323-9293 (1-866-ECF-WAWD)

Note: If you have a *case-specific* question, please contact the Case Administrator team at: 206-370-8440, option "3"

ECF SYSTEM CAPABILITIES

Registered users will need the following tools to utilize the **ECF** system:

- *PACER account*
- *An **ECF**-compatible web browser (see next section)*
- *Adobe Acrobat or equivalent software*
- *Access to the internet*

The **ECF** system will allow the user to perform the following functions:

- *Electronically file documents and receive electronic notification of filings in your case*
- *View docket sheets and documents for cases filed in this district*
- *View various reports for cases filed in this district.*

GETTING STARTED



Hardware and Software Requirements

- Personal computer using Microsoft Windows or Apple/Mac operating system

- Internet service provider and access to web browser(s). The court recommends and supports Internet Explorer. **ECF** will function with Firefox and Safari, but they are not supported. Other web browsers (Google Chrome, Microsoft Edge) may have functionality issues with **ECF**, and could cause your filing transaction to fail.
- Software to convert documents from a word-processor format (Word, Wordperfect) to **PDF** format.
- Document scanner to convert paper documents to **PDF** format. Use a scanner **ONLY** if you cannot electronically prepare and convert your documents to **PDF** (IE: exhibits). Filers are encouraged to configure the scanner for black and white at 200 DPI (dots per inch), unless color is an integral aspect of the document. The filer is responsible for the legibility of all scanned and filed documents.
- Only documents in **PDF** or **PDF/A** format will be accepted by the **ECF** system. Before transmitting to the court, users should ensure that their documents are complete and correct. (The **PDF/A** format allows for long-term storage of e-documents, with the assurance that documents will be accessible in future applications).

PACER REGISTRATION

Users must have a PACER account in order to access the **Query** and **Report** features of the **ECF** system. If you do not have a PACER login, you may use the online *Registration Wizard* which may be found on the PACER landing page at <http://pacer.psc.uscourts.gov>, or contact the PACER service center to establish your account at (800)676-6856 or (210) 301-6440.

REGISTER FOR AN ECF ACCOUNT

Users must register with the court to receive a User ID and password for the **ECF** system. The registration form and additional information can be found on the court's website.
<http://www.wawd.uscourts.gov/attorneys/cmecf>

Select the appropriate type of registration and complete the online form.

CM/ECF

CM/ECF is the court's online case management and electronic case filing application. This tool enables participating attorneys and litigants to submit pleadings and corresponding documents electronically to the court and allows the court to file, maintain, and retrieve case file information. CM/ECF filing is required for attorneys and encouraged for those representing themselves ("pro se" filers).

A related service, **PACER**, allows users to obtain case and docket information online.

CM/ECF Registration

Please review the [requirements](#) and submit the appropriate form:

[Attorney Registration Form \(PDF\)](#)

Registering attorneys must first be [admitted to practice](#) in the United States District Court for the Western District of Washington.

[Pro Se Filers Registration Form \(PDF\)](#) (Revised December 2012)

You must be a party in a case in this court. The revised form now has an "E-mail Service Only" option.

Once completed, the form may be submitted to cmECFreg@wawd.uscourts.gov and the Clerk's Office will send your credentials to the email address that you have provided.

You may also mail or deliver the form to:

US District Court Clerk Attn: ECF Registration
Western District of Washington
700 Stewart St Suite 2310
Seattle WA 98101

PRACTICE FILINGS and TRAINING CLASSES

If you wish to practice filing in **ECF** before committing actual filings to the court record, registered users may receive temporary access to a Training Database, which exactly mirrors the Live **ECF** filing system.

The court also offers an instructor-led two hour training class to get more familiar with the **ECF** system. Information regarding registration and class schedules may be found on the court's website <http://www.wawd.uscourts.gov/news/ECF-training-sessions> or you may call the **ECF** Support team to schedule.

Please contact the **ECF** Support Team (206) 370-8440, opt. 2, or (866) 323-9293 for temporary training credentials or to register for training classes, which are held at both the Seattle and Tacoma courthouses.

ACCESSING THE ECF SYSTEM

You may directly access the **ECF** system here: <https://ECF.wawd.uscourts.gov>

OR

Access the Western District Of Washington Court homepage at <http://www.wawd.uscourts.gov>
Select **E-filing (CM/ECF)**



[Login to CM/ECF](#)

On the CM/ECF home page, select the [Login to CM/ECF](#) button on the right side of the page. You will be directed to the Electronic Filing System landing page. For general details about this court, you may click the **Court Information** hyperlink to view the following information:

- Court locations and hours
- PACER information, including address/email/phone
- Selected Case Flag definitions

To access the filing system, click on the blue hyperlink in the center of the landing page:



The login page contains detailed instructions for filing your documents, including specific language regarding the **NOTICE OF REDACTION RESPONSIBILITY**. The filer must read and agree to this provision, or access to **ECF** cannot be granted.

This login page is identical to the PACER login page. If you intend to use the system to file documents, you must use your **ECF** Credentials. If you intend to use the system to view previously filed documents, you must use your PACER credentials.

NOTE: The **client code** field is designed for *your* internal billing number or invoice number and is not required to gain access to the **ECF** system.

SECURITY FEATURE

Multiple Login attempts:

For added security, after five (5) invalid login attempts, you will be locked out of the system for 5 minutes. You will receive this message: *Your account is temporarily disabled because incorrect password was given 5 times.....*

If you believe that your account has been accessed fraudulently, contact **ECF** Support. After the initial 5 minute timeout period has expired, the next failed attempt will increase the timeout period to 6 minutes, and so on.

If you have forgotten your password, please contact **ECF** Support to assist.
cmECF@wawd.uscourts.gov or (206)370-8440 / (866)323-9293.

THE ECF MENU BAR

The screenshot shows the ECF menu bar with the following callouts:

- Filing menus** If you do not see these options in your toolbar, you have logged in with your PACER ID. Logout and log back in with your **ECF** credentials.
- Query menu** This will direct you to the PACER website to view previously filed documents.
- Report menu** Uses PACER data to prepare and view reports for your cases that have been filed.
- Search Menu** Find filing events by name on ECF site. Will show location on site and provide hyperlink directly to filing event.
- Utilities Menu** You may access your Login and Password info, Email, and other account settings here.

Below the menu bar, there is a message: "This message is contained in the... You may use this file to alert users to cu..."

A warning banner states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials."

Welcome to the U.S. District Court for the United States District Court for the Western District of Washington Electronic Document Filing System. This page is for use by attorneys and firms participating in the system. A PDF version of the Adobe PDF reader can be obtained by selecting the **PDF Settings** option listed below.

It is recommended to check this date/time to protect your account information. If you suspect fraudulent use, contact ECF Support

Contains information regarding court PDF requirements and how best to configure your system to ensure compliance and function.

Last login: 03-24-2016 10:26

23January2016

Filing Tip:

Please be certain to use your ECF credentials if you intend to file in your case. If you log in with your PACER credentials, you will **not** be able to access the filing menus.



GENERAL PROCEDURES

Correcting a Mistake

If you enter incorrect information, or attach an incorrect PDF document, **do NOT use the browser "back" button**, as this may cause discrepancies in the transmission to the court.

If you need to start over, simply click on **Civil** or **Criminal** on the blue menu bar, and this will reset your filing session. None of your inputted data will be captured in the court database, until you commit your filing;

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Once you have committed your filing, you will have no further opportunity to modify it.

Noting Date

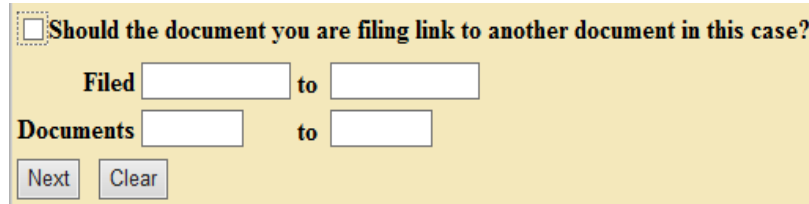
The noting date (also known as the ripe date) places the motion on the court calendar and will set the briefing schedule. This noting date also triggers the date for the response and reply.

NOTE: All motions shall include in the caption (immediately below the title of the motion) the date the motion is to be noted for consideration upon the court's calendar.

See [LCR 7\(d\)](#) and [LcrR12](#) for required format and deadlines associative to scheduling motions and briefing deadlines.

Linking Documents

For certain filing events, you will have the opportunity to link the document you are *currently* filing to one that was *previously* filed with the court. You may simply check the box and receive all documents, or narrow the search field to a specific document, or time frame.

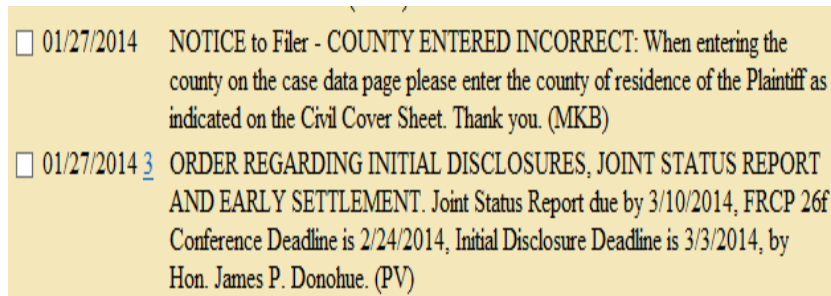


☐ Should the document you are filing link to another document in this case?

Filed to

Documents to

After clicking NEXT, you will be presented with a list of documents that match your search criteria. Click the checkbox next to the document you wish to link and click NEXT.



☐ 01/27/2014 NOTICE to Filer - COUNTY ENTERED INCORRECT: When entering the county on the case data page please enter the county of residence of the Plaintiff as indicated on the Civil Cover Sheet. Thank you. (MKB)

☐ 01/27/2014 3 ORDER REGARDING INITIAL DISCLOSURES, JOINT STATUS REPORT AND EARLY SETTLEMENT. Joint Status Report due by 3/10/2014, FRCP 26f Conference Deadline is 2/24/2014, Initial Disclosure Deadline is 3/3/2014, by Hon. James P. Donohue. (PV)

The language in the final Docket Text will indicate the newly created docket relationship.

Adding a Party to Your Case

This screen allows you to enter all of the parties in your case. Please refer to the following *Case Opening Powerpoint* presentations for more detailed instructions regarding searching for parties and adding them to your case.

[Adding Case Participants Powerpoint-part 1](#)

[Adding Case Participants Powerpoint- part 2](#)

CIVIL EVENTS

Filing documents in Civil Cases

The basic steps involved in filing a civil document are:

- Prepare the PDF of the document that you wish to file
- Select the type of document to file from the menu of *Civil Events*
- Enter your case number
- Designate the party (or parties) filing the document
- Attach and upload the PDF document to be filed, include any additional, or supporting documents, using the *Attachments* field.
- Modify docket text, as necessary, and review final text for correctness and clarity.
- Commit your filing. You will receive electronic notice of your filing.

*The examples provided in this section describe the process for filing a Civil Motion. When using the **ECF** system, this process will be similar for filing both Criminal and Civil pleadings.*

Select the type of document to file

Select **Civil** from the blue menu bar at the top of the **ECF** screen



Select the **Motions** event, located under **Motions and Related Filings**

Motions and Related Filings
[Motions](#)
[Sealed Motions](#)
[Responses, Replies and Supporting Documents](#)

Enter the Case Number

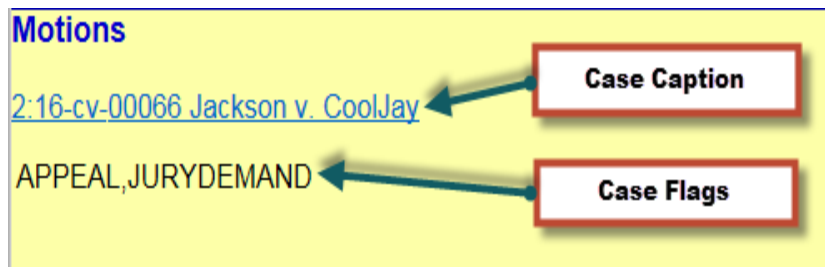
Enter your case number and click **Find This Case**. **ECF** will locate all cases that correspond to the given case number. If multiple cases are found for the same case number, they are displayed for selection. Both **Civil** and **Criminal** cases will be displayed.

Please be certain that you are choosing the case number in which you wish to file.

NOTE: Pro Se parties that have registered for e-filing will only see a list of *their* cases to choose from. The case number does not have to be manually entered.

Click NEXT to continue.

Case Flags (for statistical purposes) will be displayed under the case caption.



NOTE: If you wish to view the docket sheet for your case, clicking on the hyperlinked case caption will direct you to the login page for the PACER website.

Choose a Filing Event

The **Available Events** screen allows you to search for the corresponding filing event within the **Motions** category. Type at least three (3) letters of the description of the document you wish to file, then click to choose your event. Your selection will now show in **Selected Event**.

The screenshot shows a search interface. At the top, there is a text input field containing "pre" and a prompt "Click your selection, or use arrows to highlight it and press Enter." Below this is a table with two columns: "Available Events (click to select an event)" and "Selected Event". The first row of the table has "Preliminary Injunction" in the first column and an empty text box in the second column. At the bottom left of the table are two buttons: "Next" and "Clear".

If you select the wrong event, click on it under **Selected Event** to remove from the list. Click **NEXT** to continue.

If the specific type of motion you are looking for does not appear on the list, select **Miscellaneous Relief**. This will allow you to text in the title of your document, and indicate the relief sought in your motion.

Designate the party or parties filing the document.

- Highlight the name of the party or parties for whom you are filing the motion.
NOTE: if you represent more than one of the parties to the action, you may select them by holding the CONTROL key while clicking on the individual parties. If your party does not appear in the dropdown list, click **New Filer** as outlined in **Adding a Party to Your Case**. See important information regarding Criminal parties [here](#).

IMPORTANT: Select only those parties that you are representing.
 If you are filing a stipulated (joint) document, you will still only choose the party that you, or your firm, represent.

Attach and Upload PDF document(s) to be filed.

Click **Browse** under **Main Document**. Find the desired file from your computer, in PDF format, and attach as indicated. You will not be able to proceed past this portion without attaching a document to be filed.

Attachments	Category	Description
1. <input type="text" value="Browse..."/>	<input type="text"/>	<input type="text"/>

ECF will insert the PDF file name and location. **NOTE:** You do not have to name your main document, **ECF** will name it according to the category selection you have made (eg: Motion for Preliminary Injunction).

Add attachments to the document(s) being filed.

To attach additional documents (eg: *Proposed Order* to accompany a motion), click **Browse** under **Attachments**, and choose the file you wish to attach. You may choose from the pre-selected **Category** options or describe your document in the **Description** field.

Filing Tip: When filing Exhibits, it is recommended to choose **Exhibit** and a **description** of each exhibit (eg: *Exhibit A- Declaration of Attorney*).

You may attach multiple attachments to each filing in this manner. Additional attachment fields display when you complete the previous field.

Each individual attachment may not exceed 10mb in size.

ECF does **not** automatically name your attachment(s), you may either choose the **Category** dropdown menu, or the **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, ECF will display the Category name first in docket text, followed by the Description.

Modify docket text.

In the Motions category, you have the opportunity to further refine the description of your filing.

Click on the modifier dropdown list. Select a modifier, if appropriate, you may add additional text as needed in the white textbox area.

Docket Text: Modify as Appropriate.

Second
Third
Fourth
Fifth
Sixth
Seventh
Eighth
Ninth
Tenth
Agreed
Amended

MOTION to Compel by Plaintiff Michael Jackson. Noting Date 5/30/2016, (Sherwood, Patrick)

Review the final docket text and commit your filing.

If you need to start over, simply click on CIVIL or CRIMINAL on the blue menu bar, and this will reset your filing session. None of your inputted data will be captured in the court database, until you commit your filing;

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Once you have committed your filing, you will have no further opportunity to modify it.

NOTICE OF ELECTRONIC FILING (NEF)

ECF automatically opens a new window displaying the **Notice of Electronic Filing (NEF)**. This provides confirmation that **ECF** has registered your transaction, and that the pleading you have filed is now an official court document. It also displays the date and time of your transaction, and the docket number that was assigned to your document.

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 5/6/2016 at 2:07 PM PDT and filed on 5/6/2016

Case Name: Rob Zombie v. State of Washington et al

Case Number: [2:16-cv-00001](#) ← Link to PACER for previously filed documents.

Filer: Magneto

WARNING: CASE CLOSED on 01/13/2016

Document Number: [24](#) ← Link to document that you filed.

Docket Text:
Seventh MOTION to Amend [18] MOTION for Relief TEST, and Settlement by Defendant Magneto. Noting Date 5/30/2016, **PRINT ALL** (State of Washington, Prisoner ID: StateWaPrisonerID; James Wolverine, Prisoner ID:)(Test, Attorney) ← Docket text, as it appears in court record. This includes any modifications that you have made.

2:16-cv-00001 Notice has been electronically mailed to:

Attorney and party names will be displayed here

2:16-cv-00001 Notice will not be electronically mailed to:

State of Washington
StateWaPrisonerID
Attorney General
Consumer Protection Division
800 5th Avenue, Suite 2000
Seattle, WA 98104 ← Any party to the case that is not registered for electronic service will be listed here.

- This notice (NEF) will be sent to the designated attorneys and parties who have registered with the court to receive electronic service. Any parties that do not meet this requirement must be served by conventional means.

NOTE: It is the responsibility of the filer to serve physical copies of the pleading and the NEF to attorneys and/or Pro Se parties who have NOT indicated agreement to receive electronic service.

- The filer and individuals who receive the NEF are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the NEF. The court strongly urges you to print or save the NEF and associated pleadings for your records. Any subsequent viewing or retrieval of filed documents must be completed using the PACER website, and will be subject to regular PACER fees.

IMPORTANT: The “free look” expires fifteen (15) days from the date of filing.

CRIMINAL EVENTS

Filing documents in a **CRIMINAL** case will be similar to filing in **CIVIL** cases with some critical differences.

Designating the defendant(s) that the filing relates to:

- **ECF** assigns a separate case number to **each** defendant in a criminal case. Click the box next to each defendant's name that the filing pertains to.
- If your filing relates to ALL of the defendants in the action, check the top box, as indicated below.

Motions

Criminal Case Number

2:16-cr-1

Select a case:

☒ 2:16-cr-00001 USA v. Smith et al ☐ (All Defendants)

☐ 2:16-cr-00001-1 Jon Smith

☐ 2:16-cr-00001-2 Michael Jackson

☐ 2:16-cr-00001-3 J McDonald

☐ 2:16-cr-00001-4 D Brown

☐ 2:16-cr-00001-5 Gary Andersen

Multi-defendant cases

Do not choose all the defendants in these filings. This will adversely affect the Speedy Trial settings in the case:

- **Notice of Joinder**- Choose only your client and the defendant whose Motion you are joining.
- **Motion**- Choose only your client.
- **Stipulated Motion or Stipulation**- Choose your client and only those defendants who are listed in the Motion document.

QUERY FUNCTION

Use the *Query* feature on the blue menu bar to access previously filed documents. This will also allow you to create and view reports using case data from **ECF**.

ECF will open the **PACER** login screen. You must enter your PACER credentials before ECF will allow you to query the database.

The image shows the PACER Login screen. At the top, the title "PACER Login" is displayed in large blue font. Below it, the "Instructions" section states: "Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below." There is a checkbox labeled "Make this my default PACER login". Below this, a note says: "After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER." The "Authentication" section contains three input fields: "Login:", "Password:", and "Client code:". At the bottom of the authentication box are "Login" and "Reset" buttons.

NOTE: Your PACER login and password are different from your ECF credentials.

- PACER account is required to retrieve, view and print documents. It is NOT possible to file documents using the PACER website. You are only able to file documents within the ECF application.
- To register, contact PACER at (800)676-6856 or online at: <http://www.pacer.uscourts.gov/register.html>

Using the Query Search screen

- If you already know the case number that the court has assigned to the case, you may enter in the **Case Number** field.
- To search by the name of a party or attorney, enter their last name in the **Last/Business Name** field. You may also enter the name of a business, or corporation in this field.
- Choose "Party" or "Attorney" in the **Type** field.
- For a "wild card" search, you may enter part of a name and an asterisk (*) for a broader search of the database.
- To search by **Nature of Suit**, select the appropriate 3-digit number from the dropdown list. **NOTE:** You must enter a range for *either* the **Filed** date or the **Last Entry** date in order for the query to run.
- To search by **Cause of Action**, select the appropriate cause from the dropdown list.
- To search for all cases of a certain type, use the date **01/01/1970** as the "beginning of time". When you run this type of query, if there is more than one case that meets your criteria, the screen will display all case numbers that correspond.

Query

Search Clues

[Mobile Query](#)

Case Number	<input type="text" value="2:15-cv-533"/>		
or search by			
Case Status:	<input type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> All
Filed Date	<input type="text"/>	to	<input type="text"/>
Last Entry Date	<input type="text"/>	to	<input type="text"/>
Nature of Suit	<div>0 (zero) 110 (Insurance) 120 (Contract: Marine)</div>		
Cause of Action	<div>0 (No cause code entered) 00:0000 (00:0000 Cause Code Unknown) 02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)</div>		
Last/Business Name	<input type="text"/>	<input type="checkbox"/> Exact matches only	
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Type	<input type="text" value="v"/>	Prisoner ID	<input type="text"/>

Click **Run Query**

If searching by the name of the party, and more than one person matches your criteria in the database, **ECF** will display a screen from which to select the desired party.

Select A Person

There were 25 matching people.

Jackson	(pty) [respondent]
Jackson, Andrew	(pty) [plaintiff]
Jackson, Chantelle D	(pty) [defendant]
Jackson, Dalcia	(pty) [defendant]
Jackson, Devon G	(pty) [defendant]
Jackson, Donna	(pty) [defendant]
Jackson, Donna	(pty) [plaintiff]

Once you have made your selection, if the individual or attorney is a party to more than one case, **ECF** will display a list of all relevant cases.

Select A Case		
John Doe Smith is a defendant in 6 cases.		
2:15-cr-00001 *SEALED*	USA v. Smith	filed 08/17/15
2:15-cr-00001-1 *SEALED*	John Doe Smith	filed 08/17/15
2:15-mj-00055 *SEALED*	USA v. Smith	filed 08/18/15
2:15-mj-00055-1 *SEALED*	John Doe Smith	filed 08/18/15
3:15-mj-05000	USA v. Smith	filed 08/17/15
3:15-mj-05000-1	John Doe Smith	filed 08/17/15

Click on the hyperlinked case number to view the Query screen for that case:

Query
Alias
Associated Cases
Attorney
Case File Location...
Case Summary
Deadlines/Hearings...
Docket Report ...
Filers
History/Documents...
Party
Related Transactions...
Status
View a Document

- **Alias**
This displays party names and any additional names or qualifiers (EG: “*also known as*” or “*doing business as*”).
- **Associated Cases**
This will display any cases associated with the given action.

- **Attorney**
Displays the name, address, and contact information for attorneys who represent each of the parties to the case.
- **Case Summary**
Displays a summary of current case-specific information. This includes parties to the case, related cases, and other relevant details.
- **Deadlines/Hearings**
Displays court hearing information and other scheduling deadlines. This can be sorted by *Due/Set*, *Document Number*, *Deadline/Hearing*, *Filed*, *Satisfied*, *Terminated*, and *Party*.
- **Docket Report**
This selection will open the **Docket Sheet** criteria screen, which provides multiple options for configuring your view of the court docket for your case.

Docket Sheet

Case Number
2:13-cv-00044-TSZ Herbert v. Lovell et al

☒ **Filed** to
☐ **Entered** to

Documents to

Include:
☒ Parties and counsel
☒ Terminated parties
☐ List of member cases

Document options:
☒ Include headers when displaying PDF documents
☐ View multiple documents

Format:
☒ HTML (unpaginated)
☐ PDF (paginated)

Sort by Oldest date first ▼

You may select a date range for your docketing report, as well as narrowing to a specific range of docket numbers. If you leave the date range blank, **ECF** will default to printing the entire docket sheet.

Place a checkmark by the following boxes to tailor your desired view from the docket sheet:

- ☒ *Include Terminated Parties.*
- ☒ *Parties and Counsel.*
- ☒ *View Multiple Documents (allows 'ala carte' document selection from docket).*
- ☒ *List of Member Cases (for consolidated or Multi-District Litigation cases).*

Once you have selected the desired view, you may either immediately view the documents, or download them directly to your computer as a .zip file.

- **Filers**

Sorted by filer's name, role, date *added* to the case, and date *terminated* from the case.

Filers			
Name	Type	Added	Terminated
L L CoolJay	Defendant	05/23/2016	
Michael Jackson	Plaintiff	05/23/2016	

- **History/Documents**

Displays case filing event history and documents associated with the case.







1. Choose to exhibit *all* events or only those with documents attached.
2. This will display the docket text in the report.
3. **ECF** queries the database and builds your report. This particular report will list all of the events and documents chronologically. It also displays the docketing text for all events. You may view each document by clicking the corresponding hyperlinked number.

- **Party**

Displays all parties to the action, as they appear on the docket

- **Related Transactions**

This will display a similar report, but will also indicate transactions that are related to each other (EG: ***Motion*** and ***Response to Motion***).

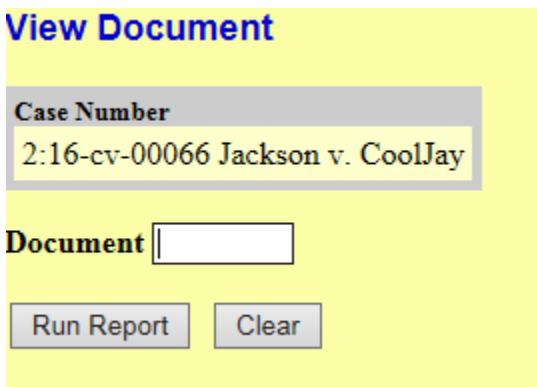
History		
Doc. No.	Dates	Description
1	<i>Filed & Entered:</i> 05/23/2016	 Complaint
2	<i>Filed & Entered:</i> 05/23/2016	 Praecipe for a Summons
3	<i>Filed & Entered:</i> 05/23/2016	 Notice of Appearance
4	<i>Filed & Entered:</i> 05/23/2016	 Motion for Discovery
5	<i>Filed & Entered:</i> 05/23/2016	 Declaration (non motion)
6	<i>Filed & Entered:</i> 05/23/2016	 Notice to Take Deposition

- **Status**

This option will display pending status dates in a case. If your query finds a match, click on the silver ball in the **Status Set By** box to display the filing event that set the status date. You can view the document by clicking the hyperlinked number.

- **View a Document**

This will allow you to access documents in a case without first having to run a docket report. Enter the docket number of the document you wish to view and hit **Run Report** to view. If there were no additional attachments, the document will display. If there are attachments, you must first select the main document to view all.

A screenshot of a web form titled "View Document" in blue text. The form has a yellow background. It contains a "Case Number" label above a text box with the value "2:16-cv-00066 Jackson v. CoolJay". Below this is a "Document" label followed by an empty text box. At the bottom are two buttons: "Run Report" and "Clear".

Viewing Restricted Documents

Restricted documents are documents that are not remotely viewable by the general public, but may be viewed by the counsel of record, or the party, to a given case. Examples of restricted documents:

- Presentence Investigation Reports (PSR)
- Social Security case documents
- Civil Immigration documents

Some restricted documents are viewable only at the Clerk's Office public terminals, such as Social Security and Immigration documents. This section will describe the process that enables attorneys, or parties of record, to view restricted documents in cases in which they are authorized to do so.

- The restricted documents must be accessed via the NEF **only**. The combination of the filing user's **ECF** login and password verifies that the person is authorized to view the restricted document. They cannot be viewed through the PACER website. **NOTE:**

Sealed documents may not be remotely viewed by anyone. Access is limited to court personnel only.

- **To securely access your restricted document(s):**
 1. Click on the hyperlinked document number in the NEF.
 2. Enter your **ECF** login and password. Do not use your PACER credentials; you will not be able to view the restricted document.
 3. You will receive a warning screen indicating that the document is restricted to specific users.
 4. Click on the **View Document** button on the warning screen.
 5. Print the document, or save to your computer

NOTE: Please review the NEF procedures [here](#) regarding limitations.

REPORTS FEATURE



- If you select **Civil** or **Criminal Reports** or **Docket Sheet**, the PACER login screen will display. You must then log into PACER, and fees will apply to view documents.
- You are able to view **Calendar Events** or **Written Opinions** for a case without logging into PACER, or incurring fees.
- **Docket Sheet:** See the [Query](#) section of this manual for a depiction of a partial docket sheet report. If you do not need the entire docket, you may narrow your query accordingly.
- **Civil and Criminal Case Reports:** Case reports provide you with the flexibility to query the **ECF** database to locate cases filed within a specific date range, or by **Nature of Suit** or **Cause of Action** code. **NOTE:** if you leave all fields blank, the system will display a report of all cases opened in **ECF**.

Filing Tip: You may only search in 31-day increments (one month). Standard PACER fees will apply for your displayed results

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Please Choose Office
Seattle

Case type: Civil
Grand Jury

Nature of suit: 0 (zero)
110 (Insurance)

Cause: 0 (No cause code entered)
00:0000 (00:0000 Cause Code U...)

Jurisdiction: Diversity
Federal Question

Case flags: 1915
APPEAL

Terminal digit(s): 2, 4-7
JPML number:

Filed: 5/4/2016 to 5/11/2016

Sort by: Case Number

Output Format: ☒ Formatted Display
☐ Data Only

Run Report Clear

☒ Open cases
☐ Closed cases

The procedure for querying the database is similar for either **Criminal** or **Civil** cases; the reports will be formatted in the manner shown below.

Example of a **Civil Case** report:

Civil Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 7/25/2014 - 5/26/2016			
Case Number/ Title	Case Dates	Days Pending	Notes
2:14-cv-00035 Smith v. Jones	Case filed: 07/25/2014	671	Cause: 28:1331 Fed. Question: Personal Injury NOS: 355 Motor Vehicle Prod. Liability Office: Seattle Jurisdiction: Federal Question Presider: Unassigned Jury demand: None
2:14-cv-00036 Wolverine Inc	Case filed: 10/08/2014	596	Cause: 05:0701 Maritime Subsidy Board NOS: 153 Contract: Recovery Veteran Ben. Office: Seattle Jurisdiction: U.S. Government Defendant Presider: Unassigned Jury demand: None

You may select and view the *Docket Report* for any case by clicking on the hyperlinked case number.

- **Judgment Index**

You may search by a specific case number, name, or date range. The report will provide a description of the Judgment, and also the status of the Judgment: *Satisfied/ Fully Satisfied/No Payment* etc.

- **Docket Activity Report**

This allows you to query one specific case number for filing activity

- You can search for cases to which you are linked.
- Search by *Office, Case Type, Event Category* or *Case Flags*
- Choose your date range, *Summary* or *Full Text* docket text display, and sort by *Case Number* or *Date Entered*.

Docket Activity Report PUBLIC ACCESS

Case number

Office Seattle

Case type Criminal

Event category adr answer

Case flags APPEAL

Filed between 5/11/2016 and 5/12/2016 ☒ Summary text ☐ Full docket text

Sort by Case Number

☒ Only cases to which I am linked ☐ Open cases ☐ Closed cases

Once you have set your parameters, click **Run Report** to see your results.

Here is an example of a Docket Activity Report, which shows all filing events in the case, displayed chronologically:

Docket Activity Report				
U.S. District Court -- United States District Court for the Western District of Washington				
Filed Report Period: 7/25/2014 - 5/26/2016				
Case Number/Title	Dates	Category/ Event	Docketed by	Notes
2:11-cv-01058-JCC Larmer et al v. Intelius, Inc.	Entered: 05/26/2016 10:32:25 Filed: 05/26/2016 Reopened: 05/15/2012	Category: motion Event: Dismiss Document: 44	V. Barber Type: crt	Cause: 15:1681 Fair Credit Reporting Act NOS: Consumer Credit Office: Seattle Presider: John C Coughenour Jury demand: Plaintiff
2:13-cv-00001-RAJ	Entered:	Category: order	J.	Cause: 42:2000 Job Discrimination (Religion)

Your Account

This section of the Utilities Menu provides access to account settings. You will be able to reset your Login and Password, add or remove email addresses for filing notices, and view a log of all of your transactions within the **ECF** system.

- **Maintain Your Account**

This displays the current registration information associated with your **ECF** account. You may also access **Email Information** and **More User Information** from this screen. Be certain that *Add Headers to PDF Documents* is checked to ensure that the court's digital filing stamp displays on court documents when viewing.

Maintain User Account

Last name Sherwood	First name Patrick
Middle name W	Generation
Gender Male	ATY Type All
Title	
Bar number 12345	Type aty
Prisoner id	<input checked="" type="checkbox"/> Add Headers to PDF Documents
Office Sherwood Law Firm PLLC	
Unit	
Address 1 700 Stewart St	
Address 2 Ste 2310	
Address 3	
City Seattle	State WA
Country	Zip 98104
Phone 123-456-7890	County
Fax	
Initials DOB	End date

Email information... More user information...

Submit Clear

Be certain that this box is checked. This allows the digital filed stamp to show on your documents.

- **Email Information**

The **ECF** system will email the Notification of Electronic Filing (NEF) to parties based upon your information on this screen. You may also define how you wish to be notified

when documents are filed in your cases, both for the primary email address and any secondary email addresses.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: example@wawd.uscourts.example</p> <p>Secondary e-mail addresses: example@gmail.example add new e-mail address</p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<p><input type="text" value="example@wawd.uscourts.example"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Case-specific options</p> <p>Add additional cases for noticing <input type="text" value=""/></p> <p>These cases will send notice <i>per filing</i>. (default method)</p> <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/></p> <hr/> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/></p> <hr/> <p><input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)</p>

- **Add Additional Email Addresses or Additional Cases for Noticing**

Perform the following steps to enter additional email addresses to receive NEF's in your cases. You may enter multiple secondary addresses for your account, and configure them to send specific case information only to desired recipients, or send notification of all filings to all recipients.

1. Click **Add new email address** and type desired address in the dialog box.
2. For each address entered, the default setting will be for "all" notices to be sent. Adjust the settings for the desired level of notification for each user added.
3. **Case-specific options:** Use this section to add additional cases in which you may not be a participant, but still wish to monitor.
4. You may remove cases by using **Remove Selected Cases**. If you wish to receive your notifications as a Summary Report instead of a per-filing basis, you may tailor the settings accordingly. This may assist in helping you more effectively manage your caseload and notifications.

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

2:14-mc-00123 United States of America v. InvestCare Partners, L.P. (closed 12/17/2014)
2:12-cv-00012-JLR Triggs v. Takeda Pharmaceuticals America, Inc. et al (closed 02/01/2012)
2:16-cr-00001-RSL USA v. Brown (closed 01/13/2016) (interest)

Remove selected cases

Change selected cases to notice as a summary report

Once you made all of your selections, click **Submit All Changes** to save your information.

- **More User Information**

This screen displays user login information and allows the user to set and reset their Login name and Password.

1. To change your Login name, simply highlight your existing information and delete. You may now enter your new Login ID. There are no restrictions or character requirements for this field.
2. Your password will be displayed as a series of asterisks (*****). To change your **ECF** password, highlight the asterisks and delete. You may now enter your new password. The characters will display while you are typing them, but will be encrypted once submitted.

- **Password requirements**

1. **Minimum of 8 characters**
2. **Use upper and lower-case letters**
3. **Must include at least one (1) digit or special character (#*&@^\$)**

Once you have set or reset your information, **Return to Account Screen** and **Submit**.

ECF will notify you onscreen that your updates were accepted and applied to your account.

NOTE: You may be prompted to update all cases in which you have appeared.

Choose **Update All** to update all of your cases, or choose specific case numbers, then click **Submit**.

- **Maintain Your Address**

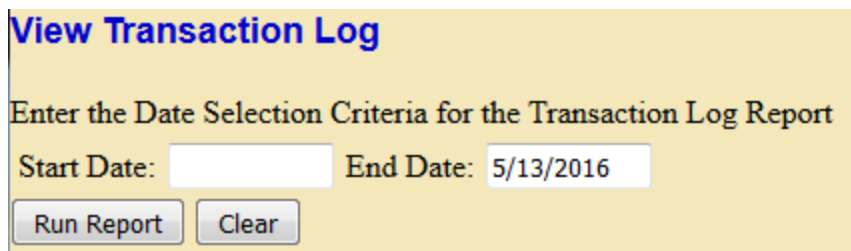
This field will only allow you to **view** or **review** your physical address information. You will **not** be able to alter these fields. If and when you need to make changes to these settings, you have the following options:

1. File a **Notice of Change of Address/Change of Name** in any open case in which you have appeared. The Clerk of the Court will make the necessary changes to your account.
2. File a **Notice of Appearance** in your action. Be certain that the new or amended address is reflected on your pleading in the footer, and/or your signature line. Your account will be then be updated to reflect this information.
3. If you do not have any current, or active cases in this District, you may email the **ECF Support team** at cmecf@wawd.uscourts.gov Please include your “old” information, your “new” information, and your state Bar number for verification purposes.

- **View Your Transaction Log**

Use this feature of **ECF** to review your transactions and to verify that:

- All of the transactions that you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into the **ECF** system using your credentials.



View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

- Enter the date range and click **Run Report**. **ECF** will display all transactions that have occurred within the specified date range.

Miscellaneous Utilities

- **External Links**

This menu provides a link to the court’s website for both the **ECF** Support Home Page and the most current version of the Local Rules for Western District of Washington.

- **Attorney ADR Menu Options**

- *Attorney ADR Application*

As part of the Alternative Dispute Resolution certification process, attorneys can now apply through this **ECF** menu option for certification as a **LCR 39.1 Neutral**. This form is completed and submitted through **ECF** to the Court and the Western District Federal Bar Assn. for review. For more details, please visit the court's Alternative Dispute Resolution [certification](#) page online.

- ***Attorney Update ADR Profile***

Allows current LCR 39.1 attorney neutrals can update their online ADR profile.

- ***Attorney ADR Recertification***

Current LCR 39.1 attorney neutrals will be notified when it is time to renew their certification. The recertification form is submitted through **ECF** to the Court and the Western District Federal Bar Assn. for review.

- **Mailings**

- ***Mailing Info for a Case***

Lists parties that will receive email notification of documents filed in your case. This will also provide a list of parties and attorneys that will **not** receive notification, and will need to be served by conventional means.

- ***Mailing Labels by Case***

This utility allows you to create mailing labels for any or all parties in your case. **ECF** will provide a menu of parties to choose from, and gives formatting options for your label output.

SEARCH FEATURE

The **Search** feature in the blue menu bar allows you to search for filing events in **ECF**.



For best results when searching, only enter the “action” word of the filing event that you are trying to locate. For example, if you need to file a **Motion for Bill of Costs**, simply enter **Motion**, and all applicable Motion events will be displayed.

NOTE: If you try to exactly match the title of your document, your search may not yield the proper events.

A screenshot of a dialog box titled "Search Menus and Events". It has a blue header bar with the title and a close button (X). Below the header is a text input field containing the word "motion". To the right of the input field is a button labeled "Search".

The results screen will contain information showing where the event exists in **ECF** and a hyperlink directly to the desired filing event.

Civil Events → Initial Pleadings and Service → Complaints and Other Initiating Documents

[Motion for Judgment Debtor Exam](#)
[Motion for Leave to Proceed In Forma Pauperis](#)
[Motion to Vacate/Set Aside/Correct Sentence \(2255\)](#)

Civil Events → Motions and Related Filings → Motions

[Stipulated Motion](#)
[Stipulated Motion to Seal](#)

Civil Events → Motions and Related Filings → Responses, Replies and Supporting Documents

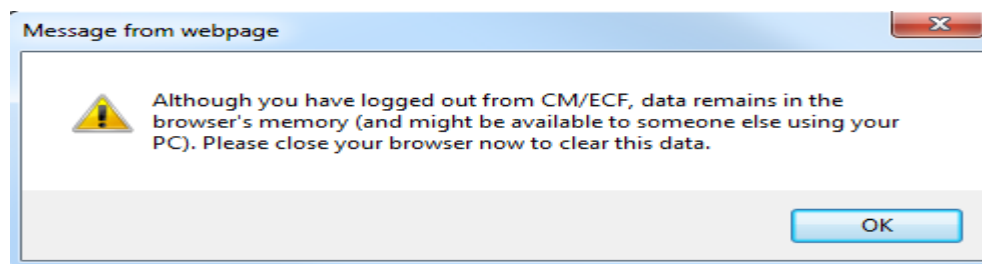
[Reply to Response to Motion](#)
[Response to 2255 Motion](#)
[Response to Motion](#)

Civil Events → Motions and Related Filings → Sealed Motions


[Ex Parte-Sealed Motion](#)
[Sealed Motion](#)

LOGGING OUT OF THE ECF SYSTEM

After you have completed all of your transactions for your session in **ECF**, it is strongly recommended that you exit from the system. The system will then display this message; closing the browser window **after** logging out will help to ensure the security of your information.



COURT INFORMATION

Court Locations	
Court's Name	United States District Court for the Western District of Washington
Court's Address	700 Stewart Street, Suite 2310, Seattle, WA 98101
Court's Phone Number	206-370-8400
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9AM - 4:30PM, M-F
Court's Name	United States District Court for the Western District of Washington - Divisional Office
Court's Address	1717 Pacific Avenue, Room 3100, Tacoma, WA 98402
Court's Phone Number	253-882-3790
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9:00 AM - 4:30 PM, Monday-Friday
Court Details	
Court's Name	United States District Court for the Western District of Washington
Software Version	CM/ECF-DC V6.1.1
ECF Go Live Date	6/23/03
Maximum PDF File Size	10 MB
Maximum Merge Document Size	20 MB
Threshold for Large Docket Sheet Warning (Entries)	5000
Case Number Format	O:YY-TY-####-INI-RIN <i>example: 2:16-cv-00680-RSL</i>
RSS Feed	 Last 24 hours' entries - Internet
Docket entries of type: all	